



## Open for Business Information Guide

Open for Business is a free service offered by the City of Branson which consists of representatives from various City Departments. The meeting is an informal setting where business owners and city representatives meet to discuss and resolve technical issues affecting proposed business development.

To assist you with your proposed business, we request you provide us with specific information about your project. Information needs to be submitted to the Planning and Development Department by noon Friday for the subsequent staff meeting. This allows staff the time to evaluate the information and prepare a Comment Report for your business project.

**A site plan with the structure placement is required** to properly identify adjacent zoning, utility easements, setback requirements, and other pertinent information. The plan will give staff a top view, bird's eye view of the property and structure(s) involved in your project. Plans can be prepared as a sketch or electronically drafted. A professional drafted plan is not required. Recommended paper sizes: 8-1/2 x 11 or 8-1/2 x 14 or 11 x 17. If plans are larger than 11 x 17, please provide a digital copy.

You may use the list below as a guide to assist in gathering information for staff to prepare your Comment Report. The more information you provide, the more productive the staff will be with your Report.

- What type of business will you be operating? Provide a brief narrative.
- What is the physical address of the proposed business?
- Will the business be operating from a new or existing structure?
- If from an existing structure, will you be altering or constructing an addition?
- What is your proposed parking plan? Please indicate on your site plan.
- What type of signage will you be utilizing? Please indicate location on your site plan.
- Does your structure have an alarm and/or fire system?
- Will you be serving or preparing food and/or alcohol?

The review period is typically a two-week process.

Friday	Tuesday	Friday	Tuesday
Business information submission due by noon	→ Staff meet and discuss your business project	→ Comment Report emailed to business owner	→ OFB Meeting with business owner & staff

If you are interested in this service and would like more information, visit the Open for Business webpage at [www.bransonmo.gov](http://www.bransonmo.gov) or you may contact the Planning and Development Department at 417-337-8547.

**Please note:** OFB is an advisory group only. It does not have the authority to approve or deny any proposals, nor does it set any set any policy beyond its own operating procedures.